_Distribution List

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			PCR Only for PCR projects		R projects			Е	IS		
Distribute To	Invite to Field Review	Invite to Public Meetings	Draft	Final	Public Hearing Transcript	Summation of Public Hearing	EA	FONSI	Draft	Final	ROD
Primary Author	SOI	SOI		1	L	L	L	L	L	L	L
Technical Support Person	Yes	Yes	Т	T or 1	L	L	L	L	L	L	L
Deputy Director for Engineering	No	No		S	L	S	L	L	L	L	L
Director - Office of Project Development	No	No	L	L and 2	L and 2	L and 2	L and 2	L and 2	L and 2	L and 2	L and 2
Director - Office of Transportation Programs	No	Yes	L	L	L	L	L	L	L	L	L
Director - Office of Operations	No	No	L	L	L	L	L	L	L	L	L
Bridge Engineer	В	Yes	L	L	L	L	L	L	L	L	L
Communications - Director	No	Yes									
Construction Services - Assistant Engineer	Yes	Yes	L	L	L	L	L	L	L	L	L
Design Engineer	Yes	Yes	L	L	L	L	L	L	L	L	L
Design - Program Manager	Yes	Yes	L	L	L	L	L	L	L	L	L
Design - Survey & Photogrammetry	K										
Design - Traffic Section	Yes	Yes	L	L	L	L	L	L	L	L	L
District Engineer	Yes	Yes	L	L and 1	L and 1	L and 1	L and 1	L and 1	L and 1	L and 1	L and 1
District - Assistant Engineer	Yes	Yes	L	L	L	L	L	L	L	L	L
Environmental and Transportation Services (ETS) Division Engineer	No	No	L	L	L	L	L	L	L	L	L
ETS - Program Manager	Yes	Yes	L	L	L	L	L	L	L	L	L
ETS - Consultant Administration Section (Consultant Projects Only)	Yes	Yes	L	L	L	L	L	L	L	L	L
ETS - Cultural Resources Section	Yes	Yes	L	L			L		L		
ETS - Environmental Section	Yes	Yes	L	L	L	L	1	L	1	L	L
ETS - Right of Way Section	Yes	Yes	L	L	L	L	L	L	L	L	L
Local Government Engineer (U)	Yes	Yes	L	L	L	L	L	L	L	L	L
Local Government Assistant Engineer (U)	Yes	Yes	L	L	L	L	L	L	L	L	L
Maintenance Division Engineer	Yes	Yes	L	L	L	L	L	L	L	L	L
Maintenance Division - Program Manager	Yes	Yes	L	L	L	L	L	L	L	L	L
Maintenance Division - ITS Engineer	W	W	W	W		W	W	W	W	W	W
Materials and Research Engineer	Yes	Yes	L	L	L	L	L	L	L	L	L
Planning and Programming Engineer	Yes	Yes	L	L	L	L	L	L	L	L	L
Planning & Programming - Traffic Operations Section	No	No	L	L							
Engineering IT Manager	W	W	W	W		W	W	W	W	W	W
City	Yes	Yes	2	2	2	2	2	2	2	2	2
FHWA	Yes	Yes	FTP	FTP	FTP	FTP	2	2	4+23 (A)	4+18 (A)	2
Requested by Public or Other Governmental Agencies	Yes	Yes	M*	M*	М	М	М	M and F	M and P	M and P	M and P
State Library (N)					FTP		FTP	FTP	FTP	FTP	FTP
Records Center				0		0					
FileNet			E	E	E	E	E	E	E	Е	E

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	Symbol Legend				
А	The additional copies are for distribution to other federal agencies as disscuss in Section VII.A.3 of the FHWA Technical Advisory T 6640.8A. The local FHWA office will make distribution after the appropriate numbers of copies are provided by the NDDOT.				
В	Send invitation to Assistant Bridge Engineer				
Е	Final electronic copy, Draft documents are removed by Author(Tech Support) once final document is added to FileNet.				
F	See FHWA Technical Advisory T 6640.8A, Section IV, "Distribution of EAs and FONSIs."				
К	Only invite for complex projects				
L	Send a FileNet Link only.				
М	The environmental document author will inform the Environmental and Transprotation Services Division Administrative Assistant when additional copies are needed.				
N	Copy of the document provided in accordance with North Dakota Century Code 54-24-09.				
0	Original signed and stamped document.				
Р	See FHWA Technical Advisory T 6640.8A, Section VII, "Distribution of EISs and Section 4(f) Evaluations."				
S	Signature Only				
Т	If Local Government is the lead on project send a link only.				
U	Distribution is for urban projects (cities with populations greater than 5,000) and/or North Dakota Street Projects.				
W	If a project involves "Intelligent Transportation Systems." A link to the Environmental Document and/or invitations will the be sent.				
*	If project includes a Section4(f) Evaluation, see FHWA Technical Advisory T6640.8A, Section VII, "Distribution of EISs and Section 4(f) Evaluations"				
SOI	Send out Invitations				
FTP	Envirionmental and Transprtation Services Division posts on the FTP website for FHWA and/or State Library to download.				
Attention plans).	designers - if you have a strategic project, note this in either the email (electronic plans) or cover letter (paper				